

# Congress of the United States

## House of Representatives

### COMMITTEE ON HOUSE ADMINISTRATION

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(202) 225-2061  
<https://cha.house.gov>

May 18, 2021

Ms. Catherine L. Szpindor  
Chief Administrative Officer  
HB-26, Capitol Building  
Washington, DC 20515

Dear Chief Administrative Officer Szpindor,

The last year has been challenging across the Legislative Branch and the Chief Administrative Office's (CAO) continued resilience and dedication to Congress and the American people is greatly appreciated. As Washington, D.C joins cities across the nation in announcing its final stages of reopening, all types of businesses – from restaurants to concert halls – are preparing for the eminent return to regular operations. These material steps of progress, combined with the steady, indisputable decline of daily case rates in every state across our nation, are clear indications that it is the Legislative Branch's time to begin the process of reopening our doors to the American people again as well.

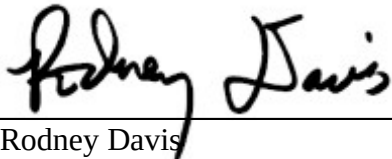
Given the Committee on House Administration's oversight role, we are aware that some reopening conversations have taken place internally although your office has not provided any kind of formal plan. In hopes of best supporting the CAO and ensuring the best service to Congress and the American people, we are writing in the hopes of gaining a more complete understanding of the CAO's current operational status and what steps or resources are necessary to empower the organization to fully reopen. To that end, will you please provide answers to the following questions by Monday, May 31:

1. Does the CAO have a formal, official reopening plan in place? If so, please include it, with any related benchmarks or metrics, with your response.
2. Both as a total number and percentage of your workforce, how many employees are currently fully in person, partially in person, and fully remote? If available, please provide a breakdown of this by employee category (ie: administrative, labor, custodial, technical, etc.)
3. Does the CAO have a timeline for staff to return to work in person? Are there metrics in place that once reached would trigger a return to in person work? If so, what metrics are being used?
4. How many employees are currently placed on administrative leave due to COVID-related workplace concerns? What is the length of time these individuals have been on administrative leave?
5. Do all CAO employees have access, or been given access, to a COVID-19 vaccine? Does the CAO have statistics on what percentage of its workforce is fully vaccinated?

6. The Committee on House Administration Minority has not received a recent financial update regarding CARES Act resource allocation or spending in 2021. Please provide the amount of CARES Act funds the CAO has spent to date, what the funds were spent on, and how many funds have yet to be allocated.
7. In order to best support your organization, please include any additional data, recommendations, or information that may assist me and my team in ensuring the CAO as an essential part of the Legislative Branch, returns to its full functionality as soon as possible.

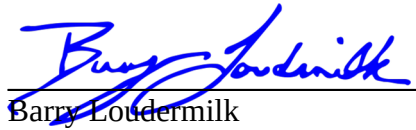
Thank you to you and your team again for your service and diligence during these challenging last fourteen months. We are committed to ensuring that the House and its support agencies have the resources they need to begin the next chapter – one in which we return to exemplifying the transparency, effectiveness, and accountability the American people expect and deserve from us. If you have any questions please reach out to Aubrey Wilson with the Committee on House Administration.

Sincerely,



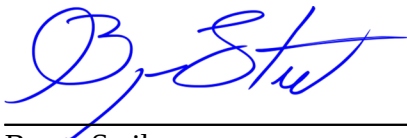
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Rodney Davis  
Member of Congress  
Ranking Member, Committee  
on House Administration



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Barry Loudermilk  
Member of Congress



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Bryan Steil  
Member of Congress